



**Instilling Accountability, Responsibility, Respect**

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## CHILD ABUSE – NEGLECT REPORTING

C.S Lewis Academy supports early intervention and protective measures to prevent child abuse and neglect. The Academy sets forth this policy to follow Utah State Code R277-401. Any school employee who knows or reasonably believes that a child has been abused or neglected shall immediately notify the School Director and the Santaquin Police Department and when deemed necessary the Division of Child and Family Services (DCFS). The school employee shall also notify the School Director. However, such a report does not satisfy the employee's personal duty to report the abuse or neglect to law enforcement or DCFS. C.S. Lewis Academy shall cooperate with social services and law enforcement agency employees authorized to investigate charges of child abuse and neglect. C.S. Lewis Academy shall also ensure the anonymity of those reporting or investigating child abuse or neglect in a manner required by Section 62A-4a-412.

### I. Board—Child Abuse and Neglect Reporting

The Board recognizes that Utah law requires the reporting of child abuse and neglect by any person who has reason to believe that a child has been abused or neglected. To implement this law, the Board authorizes school administration to develop procedures for school employees to carry out the intent of the law.

### II. Administration Policy

A. The Administration recognizes that in order to fully implement the law on reporting of child abuse and neglect, school personnel must be fully informed and made aware of their responsibilities in this area. Therefore, the Administration shall cause that any school employee who knows or reasonably suspects that a child's health or welfare has been or appears to have been harmed as a result of abuse and neglect shall report and cause reports to be made in accordance with the procedures in this policy.

B. The Administration shall provide to all professional employees annual training on the subject of identifying and reporting children suspected of being abused or neglected.

C. The Administration shall distribute annually to all school employees copies of this policy and the Child Abuse-Neglect reporting form.

Board Approval Date



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## Guidelines

A. If a school employee knows or reasonably suspects that a child 17 years old or younger is being abused or neglected, the employee shall immediately make an oral report to the director or his/her designee. This policy is mandated by the State Attorney General. The employee shall also call local city police or county sheriff or office of the Division of Family Services to report the suspected abuse or neglect. Correlation with the director or his/her designee should be made to contact the same agency and person in reporting the abuse or neglect. Both the director or his/her designee and the employee must make immediate contact to report the suspected abuse or neglect.

B. To support the suspicion of abuse and neglect, professional school employees may (but are not required to) gather information by interviewing the child.

C. If, after conducting the interview, it is determined that the child is in need of immediate medical attention, the School's procedure for dealing with injuries or illness shall be followed. However, contact with the parents or guardian for purposes of determining the cause of the injury shall be avoided.

D. If the information gathered from interviewing the child supports suspected child abuse or neglect:

1. The director or his/her designee shall immediately report the case by telephone to the local city police or county sheriff or office of the Division of Family Services.
2. Within 24 hours after making the oral report, the school employee initiating the report shall complete and give to the director or his/her designee the School's Child Abuse-Neglect reporting form.

E. Upon receiving the School's Child Abuse-Neglect reporting form, the director or his/her designee shall:

1. Mail one copy within 24 hours to the agency receiving the oral report (local city police or county sheriff or office of the Division of Family Services).

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2. Place one copy of all reported cases of suspected child abuse or neglect in a separate file to be maintained by the director or his/her designee. The Child Abuse-Neglect reporting form shall not be placed in the child's personal file.

F. It is not the responsibility of the school employee to: (1) prove that the child has been abused or neglected, or (2) determine whether the child is in need of protection.

G. School employees shall not make contact with the child's family or other persons (relatives, friends, neighbors, etc.) for the purpose of determining the cause of the injury and/or apparent neglect.

H. School employees are immune from any civil and/or criminal liability when reporting in good faith suspected child abuse or neglect. (§78-3a-20.10, Utah Code Annotated 1953, as enacted in 1978)

I. Any school employee who willfully fails to report a case of suspected child abuse or neglect, may face legal and/or disciplinary action up to and including termination of employment. (§78- 2a-19, Utah Code Annotated 1953, as enacted in 1978)